

R 281852Z DEC 06
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
AMEMBASSY TRIPOLI

UNCLAS STATE 203690

E.O. 12958: N/A
TAGS: APER, AMGT
SUBJECT: 2007 PROFESSIONAL ASSOCIATES PROGRAM: PRE-SEASON
AND EARLY SEASON-ELIGIBLE POSITIONS

REF: STATE 199214

FROM THE DIRECTOR OF HR/CDA -
PLEASE PASS TO CLO, HRO, MO AND EFMS AT POST

SUMMARY

1. HR/CDA is pleased to offer the opportunity for Eligible Family Members (EFMs) to bid on Foreign Service (FS) positions opening in summer 2007. The positions listed in this notice are all at overseas posts with at least 15% combined differential (hardship and danger pay, if applicable). Eligible FS bidders are also encouraged to place bids on these Hard to Fill (HTF) positions, all of which are eligible for paneling immediately for at-grade bidders. Interested Eligible Family Members will have two weeks from the date of this announcement to apply, submitting a bid list of preferred assignments. (Given the timing of this cable, during holiday season, we will allow flexibility on this deadline to the extent possible.) Please note that this program supplements the annual CS to FS HTF Program. New to the CS to FS HTF Program this cycle are opportunities for language training (see para 8) and for three-year tours at Service Need Differential posts (see para 2).

BACKGROUND: CIVIL SERVICE TO FOREIGN SERVICE HARD TO FILL PROGRAM

2. The regular FS assignments process invariably leaves some overseas positions without sufficient qualified Foreign Service bidders. These positions are designated Hard-to-Fill (HTF) and are opened to Department of State Civil Service employees and to EFMs. EFMs may apply only for positions at the post to which their sponsoring employee is currently assigned, or to which the sponsoring employee is paneled for summer 2007, and must commit to

serve for a minimum of one year in the position. Nepotism rules governing supervisory relationships will apply. Should a Professional Associate be eligible to serve for three (3) years at an SND post, s/he can receive SND payments. Foreign Service direct-hire employees will continue to bid on these positions and will receive priority in selection. Qualified EFMs will be given preference over equally qualified Civil Service employees. Veterans will be given preference in the selection process.

3. CONSULAR POSITIONS UNAVAILABLE FOR PROFESSIONAL ASSOCIATES. Applicants will see that no consular positions are listed. By way of explanation, please note that, as of September 20, 2005, all adjudicating positions must be encumbered by a commissioned Foreign Service Officer or a Civil Service employee qualified to receive a limited non-career appointment. As Professional Associates can no longer adjudicate visas, EFMs may not apply for Consular HTF positions.

CERTAIN UNACCOMPANIED HTF POSTS AVAILABLE TO EFMS: Some HTF positions are at posts which are normally "unaccompanied," i.e., to which family members may not ordinarily go. However, those unaccompanied posts included in the list below will consider an EFM as an eligible applicant for an open position if the sponsoring employee is assigned there.

4. The list of FS vacancies offered for EFM bidding may be found at the end of this notice. Interested EFMs will have two weeks from the date of this announcement to apply by submitting a bid list of one to 15 preferred assignments. All bids must be concurrent with the sponsoring employee's post of assignment. Application packages must include:

- (1) Form DS-1950, Department of State Application for Employment; link follows:
<http://foia/state/gov/forms/employment/dsl1950.pdf>;
- (2) Evidence of relevant training, education, and/or experience for the position;
- (3) A signed and dated cover memorandum with the following language: "I am applying for position X. My sponsoring employee, (name), is assigned to (post) until (month/year). If selected, I commit to serve in the position for one year, and I acknowledge that all leave would have to be approved by my supervisor."
- (4) Evaluation reports from previous federal employment;
- (5) Information on the position(s) from the HTF list shown below in the following required format:

Grade/Post/Position/Incumbent/Org Code/Position Number
(For example:
FS-2/Seoul/GSO/Smith/331001/31243001)

EFMs are encouraged to consult FSBid to access the capsule description of a position in which they are interested, to contact the incumbent of the position to request his/her work requirements statement, or to contact the Bureau Executive Office to request a job description.

EFMs are also encouraged to contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, or by email at CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

The application should be sent to the PA Coordinator (Ann Evans), HR/CDA, SA-3, Room 3140, Department of State, Washington, DC 20520. Documents may be sent via email to EvansAM@state.gov or can be faxed to 202-663-0600, ATTN: Ann Evans, PA Coordinator.

5. At the end of the application period, HR/CDA will convene Qualifications Evaluation Panels (QEPs) which will review applications from EFMs and from Civil Service employees. The panels will consider relevant experience and skills, including foreign language proficiency if the position requires it. EFMs without supervisory experience will not be considered for positions with supervisory responsibilities. A representative from the Family Liaison Office (FLO) will participate in the QEP as a non-voting member.

6. EFMs who are certified as qualified by the QEP will be notified by the PA Coordinator and their application materials will be forwarded to the regional bureaus for consideration for the vacancies for which they have applied. Selections are made by the bureaus. Qualified EFMs should contact bureau EX officers directly to express their interest and to discuss their qualifications.

EX BUREAU CONTACTS

AF - Steven Lemelin and Theresa Everett
EAP - Susan Niblock and Mark Nachtrieb

EUR- Patricia Hoffman and J. Douglas Dykhouse
 INL - Loretta Vargas
 NEA - Kristi Hogan and Sumera Ashruf
 NEA/I (Iraq) - Tony Spakauskas, Laura Starr and David
 Capezza
 SCA - Sumera Ashruf and Kristi Hogan
 WHA - Jeanette Hantke and Claudia Romeo

7. Upon Selection: Selected EFMs are required to have the appropriate security clearances for the posts of assignment prior to appointment. Professional Associates are appointed using the Family Member Appointment (FMA) mechanism. The regulations for FMAs are contained in 3 FAM 8200. Salary is determined by a Human Resources Specialist with experience in setting Foreign Service salaries.

8. Training: If required, training may be provided at NFATC. HR/CDA will provide funding for travel orders for the EFM to travel from post to Washington, DC and return (if necessary). Applicants may be considered for up to six (6) months of language training for language designated positions if timing considerations permit. Other job specific training (e.g., management, public diplomacy, etc.) will be provided as needed to applicants selected for these positions. Total training and per diem, however, cannot exceed 364 days.

There is no mechanism for the conversion of a Professional Associate to career Foreign Service. EFMs selected for a PA position should be aware that they will not be able to convert to the career Foreign Service at the end of the tour.

LIST OF SUMMER 2007 FS HTF POSITIONS AVAILABLE TO EFM APPLICANTS:

AF Post	Title (Language)	Incumbent	Position	Grade	
*ABUJA	POL	Dees	10173001	2	
*ABUJA	Transnational				
Crime			10999999	2	
*ABUJA	HRO	Tantawy	54039000	2	
ANTANANARIVO	IMS		Powe	55010005	4
BUJUMBURA	COM OMS (FR 2/2)		Ward-Stott	00011004	5
*COTONOU	IPO		Ifversen	55007009	3
KHARTOUM	ECON		Honigstein	01801002	3
KHARTOUM	POL/ECON			10088152	3
KHARTOUM	P/E OMS	Siletzky	10022006	6	
KHARTOUM	GSO		Hill	52108023	2
*KIGALI	IMO	Kervin	55008008	3	
*KINSHASA	ECON (FR 3/3)		Groth	20040002	2

*KINSHASA	FMO		Tracey	51259000	2
*KINSHASA	IMS		Yeager	55226000	4
LOME	PAO (FR 3/3)	Daschbach		60029001	2
*LUANDA IROG (PY 3/3)				10003010	2
*LUANDA PAO (PY 3/3)	Assefa	60003000	3		
MONROVIA	PAO		Riggs	60196000	2
*NDJAMENA	MGMT		James	50002004	2
*NDJAMENA	PAO (FR 3/3)	Bell		60013001	2
*NDJAMENA	IMO		James	55003001	3
*NOUAKCHOTT	MGMT (FR 2/2)	Madden		51014001	2
*YAOUNDE	IMS		Jardine	55127006	4

* = Service Need Differential posts

EUR

Post	Title (Language)	Incumbent	Position	Grade	
*VLADIVOSTOK	IMS			55363000	4
*YEKATERINBURG	IMS			55876000	4

* = Service Need Differential posts

NEA

Post	Title (Language)	Incumbent	Position	Grade	
ALGIERS	PDO (IO)			60108000	3
AMMAN	ECON (Baghdad Rotation)				
	(AD 3/3)			20052000	2
AMMAN	ECON (Baghdad Rotation)				
	(AD 3/3)			20064000	2
AMMAN	IMS			55032005	4
CAIRO	POL (Baghdad Rotation)				
	(AD 3/3)			14066001	2
CAIRO	POL (Baghdad Rotation)				
	(AD 3/3)			14067001	2
DAMASCUS	POL (AD 3/3)	Sonty		10028001	3
DAMASCUS	IMS		Chell	55019004	4
DAMASCUS	IMS		Snyder	55032004	4
KUWAIT	POL (Baghdad Rotation)				
	(AD 3/3)			10060002	2
KUWAIT	POL (Baghdad Rotation)				
	(AD 3/3)			10061002	2
RIYADH	CAO	Armitage		60214000	1
RIYADH	POL (AD 3/3)			10059100	3
RIYADH	PDO (AD 3/3)			60215000	3
TRIPOLI	GSO	Lynch		52004000	3

NEA/I (Iraq)

Post	Title (Language)	Incumbent	Position	Grade	
BAGHDAD	POL Nat'l Assembly Liaison (AD 3/3)				
				10400001	1

BAGHDAD	POL/MIL (AD 3/3)		10400007	2
BAGHDAD	POL (AD 3/3)		10400008	2
BAGHDAD	POL (AD 3/3)		10400009	2
BAGHDAD	ECON	Bronson	20400002	2
BAGHDAD	POL (AD 2/2)	Galbraith	10400004	3
BAGHDAD	POL (AD 2/2)	Reffett	10400005	3
BAGHDAD	ACAO (AD 2/2)	Marcus	60400004	3

SCA

Post	Title (Language)	Incumbent	Position	Grade	
ASHGABAT	IROG Iran Watch (PF 3/3)		20006005	3	
*ASTANA	POL (RU 3/3)	Loveland	14003006	2	
ISLAMABAD	POL	Doherty	10013001		3
KABUL	GSO	Smith	52181000		1
KABUL	IROG		17600001		2
KABUL	IROG Khost (PG-PU 3/3)				
		Belmont	17500005		2
KABUL	IROG Gardez (PU 3/3)	Tikvart	17500011		2
KABUL	IROG Sharana (PU 3/3)	Timmons	17500015		2
KABUL	IROG Mehtarlam (PU 3/3)	Weston	17500020		2
KABUL	IROG Nuristan (PU-PG 3/3)		17600002		2

* = Service Need Differential post

WHA

Post	Title (Language)	Incumbent	Position	Grade	
*PARAMARIBO	MGMT	Lamontagne	50012000		3
*PORT AU PRINCE	IROG (FR 3/3)		10268006		2
*PORT AU PRINCE	IROG (FR 3/3)		10268007		2

* = Service Need Differential posts

9. MINIMIZE CONSIDERED.

RICE